



ERIE COUNTY
COMMUNITY COLLEGE OF PA

Meeting Minutes of the Erie County Community College

Board of Trustees

Minutes of the Special Meeting – January 20, 2021

Meeting 5:00 pm

Location of Meeting - Virtual on Zoom Only

Mr. Tom Benson(Absent)

Mr. Ron DiNicola

Mr. Justin Gallagher

Mayor Dave Mitchell

Rev. Charles Mock

Ms. Cheryl Rush Dix

Ms. Kathryn Sintal

Ms. Christina Vogel

Dr. Annette Wagner

Additional people joined on Zoom

Dr Narcisa Polonio, Dr Roy Church, County Council Person: Carl Anderson III

Legal Council: Tim Wachter

The Special Meeting of the Board of Trustees of Erie Community College was called to order at 5:00 pm on January 20, 2021 Chairman Mr. Ron DiNicola Presiding.

- I. Call to Order: Chairman DiNicola: Notice of the Executive Session on December 21,2021 at 2:30pm and December 23, 2021 at 8:00 am tp Discuss

- II. Roll Call – All members Attending (See Roll Call Sheet)

- III. Pledge of Allegiance
- IV. Notice of the Executive Session on December 21,2021 at 2:30pm and December 23, 2021 at 8:00 am to discuss matters of personnel. The Executive Committee of the Board of Trustees met in Executive Session December 28th, 2021 at 12:00 pm to discuss matters of personnel.
- V. Chairman welcomes the County Council Liaison: Carl Anderson III. Joined the Meeting late. Comments: He thanked all Board members for their continuing efforts especially Ron for his continued efforts with the State wide involvement, both the Dept of Ed and the Rcap monies. As Chairman of the County Council and his interest in the College he has elected himself to be the liaison to the College Board with Kim Clear & Andre Horton as the alternates in case he misses a meeting.
- VI. Hearing of the Public - David Dix commented. President of Luminous Strategies, Native Erieite. Introduction himself to other Board Trustees. Congratulations to the County for the evolution of the County Community College. He worked with Empower Erie and the PA Dept of Education. He is very proud of the Rcap money given to the college.
- VII. Approval of Special Meeting Minutes of Dec16th 2020
Motion1: Motion approve December 16th 2021 Meeting Minutes. Motion has been approved: Vote is recorded on register sheets
- VIII. Report of the Academic Committee

- A. In the interest of time, the report from our committee is on the website.
- B. As a committee we have met twice, Dec 19th & Jan 9th. On Dec 19th, with both Dr Polonio and Dr Church spent time with the course development as well as getting the Right to Know Information that is proving very beneficial to advancing our 120 Day Plan.
- C. On Jan 9th, we concentrated on the evolution of the Policy Handbook / Draft, Redact, Refine in relation to our 120-day plan.
- D. The survey that we enabled at our two major meetings have been reviewed and shared.
- E. Chamber of Conference Meeting: 1 ½ Hours the outcome for our fields of study ranked highest was the Engineering & Manufacturing with the AA, CS and Health also of importance. They also talked about the IT tech that could be of interest to them.
- F. The debrief from the PA Community College Presidents was to keep the lines of communication open as we grow and were thankful for our level of organization with the information we supplied.

IX. Report of the Personnel Committee

- A. Jan 20th, 2021, this morning the Board met with the RH Perry Firm to educate and share information about our expectation of the permanent president characteristics and what traits that person would bring to this college. They also went through a time frame of deliverables to the Board and how the progression to candidates will go. As a board we all must sign a CDA before we explore any of the persons they bring forward.
 - B. Administration Assistant progress: After finding two people that we wanted to hire and who accepted the job, we discovered that our lack of group benefits package prevented both persons from accepting the position. Because this will not change until we have an administrative HR working for the college, we are turning to a temporary agency to find us a candidate. Adecco temp Agency has been contacted and we are waiting for a contract to be drawn up. At that time, we will receive resumes of possible employees to review.
 - C. Acquiring Dr Church an assistant writer for his requested position will be discussed in motion section of this meeting.
- X. Report of the Treasurer/Finance Committee
 - A. EOY Status: 401,702 From County Funding, 94,170 Dispersed. We spent 25%. Rest of the finance will be in the Motion Section
- XI. Report from the Ad-Hoc Committee on Sites and Facilities.

- A. As a Committee we are going to concentrate in three areas that cover the site investigation and possibilities.
- B. Research and the use of Best Practices. Using other two-year colleges as examples of site selection.
- C. Interviewing people who have professional services and facilities to vet
- D. Prioritize all listings according to the criteria set forth by our State application

XII. Ad-Hoc Committee on Community Advisors.

- A. First a little Background on our purpose for the BOT. Our purpose is to support the Board with access and identification of community resources that are available for many different situations that committees may come in contact with.
- B. Research, Analysts, Experts, we have three board members plus three advisory members from the community to find committees answers. Since we are only here to help committees as they require help, we are not a public committee, thus no public notices will have our meeting information.

XIII. Report from the CIO/Secretary

- A. A brief summary: The presentation is in the Handout section of the website. Website to be published after Vote. Everyone has a ECCCPA.ORG email now, let's enable it. Technology we have been adopting is Google Files, Doodle and expansion of Zoom.
- B. We have established Best Practices of all meetings that are public will be in Sundays Paper. Consistency is the key. All Zoom information will be on the website for the public to access. Non-public meetings will be on the calendar for Board members to know about but the Zoom information will be given out by the Chairman or person running the non-public meeting.

XIV. Consultant Report – Dr Roy Church

- A. Calendar of Critical Launch Activities: Document is the Attachment 1 in the Handout entitled HO-1-20-2021 Rons7Attachment
- B. This Document will be updated as we go forward for the next 6 months. It will be a living document with by monthly progress updates and highlights.
- C. Staffing Considerations with the budgets associated with them.
- D. Critical Communication Activities also a very large element.
- E. We have also been working on the course curriculum development for 40-50 courses with syllabuses. Using other community colleges and advisors. Need to also develop policies that have to be evolved for us. The two plans that have been sent to us to use; we have started to develop a matrix that we can use as our implementation of these.

XV. Consultant Report Dr Narcisa Polonio

- A. Working on Identifying Administration Hires and being right hand of the I-Pres.
- B. In the Handouts: Attachment 2: Temporary Administration Hiring Procedures
- C. In the Handouts: Attachment 3: Temporary Procedures for consultant services checklist

XVI. Report of the Solicitor – Tim Wachter

- A. Bylaws are being worked on and will soon a draft out. The drafts will also go through Dr Polonio to ensure compliance with Mod-States accreditation.
- B. Site Lease for the Office with appropriate insurance
- C. Treasurers Bond for the Board Treasurer to be in compliance. Once the college shift the responsibility to the administration staff this will change.
- D. Working on a worker's comp policy
- E. Working on policies for purchase of goods and services.
(Will requests exact requirements in document form from Tim)
- F. Sunshine Laws/Ethic Laws education- TBA, explanations of what meetings are public and which does not have to be. This action depends on which committees have ability to take action and advise, vs information with n specific power of decision.

XVII. Report of the Chairman of the Board – Ron DiNicola

- A. Explanation of documents.

XVIII. Motion of the Chair of the Personnel Committee to approve the retention of Scott Westcott as the Editorial Writer of the 120 Day plan. Motion by Dave Mitchell, Second by Justin. Kay submits a friendly amendment to have Dr Church hire his editor since the Board has not supplied the opportunity to

other companies thus, no competition. If Roy Church feels that he is the one that needs this person, he should be the one to choose and pay for the editor as part of his consulting agreement. Question: Is this okay with Dr Church, Dr Church says yes. Is this procedure good without solicitor. The motion stated to Dr Church authorize to hire his editor.

- XIX. Motion to engage a Temporary Employment agency to supply an administrative assistant to the board with the possibility of temp to hire when we have our benefits package in place with the Administration of the college.
- XX. Vice Chairman to Authorize the Chairman to engage a parttime community college policy assistant to assemble a pilot set of draft policies, as identified in the Academics Programs Committee meeting Saturday January 9th 2021.
 - A. The pilot will include approximately 14 proposed policies relating to Student Services, not to exceed \$2,000.
 - B. Also, to Engage a parttime data entry assistant to enter approved documentation related to the 120 plans not to exceed \$2,000.
 - C. Question what kind of skill base: Some knowledge of how the Community policy structures work. We need someone who has done this type of work. This activity will be performed by the consultants who can bring forward people of experience to perform this task.
- XXI. Motion of the Treasurer to approve payment of bills as recommended
- XXII. Motion of the Treasurer to approve the extension of the engagement of Joseph Maloney on the same terms until March 31st 2021.

- XXIII. Motion of the Treasurer to approve the adoption of the regulations pertaining to purchasing and contracting as proposed by the Erie County solicitor.
- XXIV. Motion of the Treasurer to approve the purchase of a 250,000 Treasurers Bond
- XXV. Motion of the Vice Chair to approve the Erie County Community College becoming a member of the Pennsylvania Commission for Community Colleges and approve the payment of the prevailing costs and fees associated with membership. Question of the need and definition of membership was explained by Cheryl Rush Dix.

NOTICE OF COMMENCEMENT OF MEETING INTO AN EXECUTIVE SESSION FOR BOARD MEMBERS ONLY _ PURPOSE OF PERSONNEL ACTIVITY. BOARD WILL RETURN TO OPEN SESSION IN APPROX 40 MINUTES.

- XXVI. Any Additional business to come before the board
- XXVII. Motion to Adjourn